

► **Flexible Spending Accounts** – Employee may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

► **Savings Plan (401K)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

► **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

► **Holidays** – 11 paid days per year.

#### SELECTION PROCESS

▪ Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

▪ The names of the most highly qualified candidates will be submitted to the Director of Children and Family Services for final consideration.

**NOTE:** An extensive background investigation will be completed on the candidate selected for this position.

#### FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary, and special qualifications.

Resume should include ALL of the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary
3. Information required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name), attached to your resume. This page will be removed from your resume when it is received,

kept confidential, and utilized solely for required statistical purposes.

**Please submit the statement of interest, resume and supporting documents to:**

**WANDA HAZEL**

**Departmental Human Resources Manager III  
Department of Children and Family Services**

DCFS – Headquarters

425 Shatto Place, Room 103

Los Angeles, CA 90020

Phone: (213) 351-5535

Fax: (213) 351-2476

E-mail: [hazelw@dcfs.lacounty.gov](mailto:hazelw@dcfs.lacounty.gov)

#### SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

#### EMPLOYMENT ELIGIBILITY INFORMATION

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

#### SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov) or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at:

<http://dhr.lacounty.info>



The County of Los Angeles is an  
Active Equal Opportunity Employer

## THE COUNTY OF LOS ANGELES

Invites Resumes  
for

# Deputy Director, Children & Family Services

(UNCLASSIFIED)



**Annual Salary:**  
**\$115,016 – \$174,086**  
**MAPP Range R14**

**FILING PERIOD:**  
**February 1, 2011 – Until the Position is Filled**

## THE COUNTY OF LOS ANGELES

*The County of Los Angeles, with a population of approximately 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.*

*The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. A change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney, and Sheriff), and four appointed positions (Fire Chief, the Auditor-Controller, the County Counsel, and the Executive Officer of the Board of Supervisors).*

*The County has an annual budget in excess of \$24 billion, and 37 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.*

### THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Established in 1984, the Los Angeles County Department of Children and Family Services (DCFS) is the public agency charged with ensuring that children grow up safe, physically and emotionally healthy, educated and in permanent homes. DCFS works to ensure that all children have a connection to family, friends, schools and neighborhoods and provides services to children and their families when they are at-risk due to actual or potential child abuse, abandonment, neglect or exploitation. With an annual budget of more than \$1.5 billion and diverse staff of approximately 7,000 employees, DCFS serves children and families through 18 offices located throughout Los Angeles County including Los Angeles, Lancaster, San Gabriel Valley, San Fernando Valley and the South Bay area.

### POSITION OVERVIEW

The Deputy Director is appointed by the Director of Children and Family Services. The incumbent to this position will have immediate responsibility for managing all aspects of an assigned service or support bureau including the bureau's Service Planning Areas (SPAs) and established programs and services, as well as responsibility for select key initiatives. The ideal candidate must exercise a comprehensive knowledge of child welfare programs, the laws, policies, and regulations

governing departmental operations, possess skill in managing a large professional human services staff, and the ability to work effectively with various officials and members of the public.

### EXAMPLE OF DUTIES

The Deputy Director's duties include, but are not limited to, the following:

- Independently plans, assigns, directs, and evaluates the work of an assigned service or support bureau with immediate responsibility for control of the bureau's budget, implementation of policy and procedures, evaluation of staff and programs, and accomplishment of bureau objectives.
- Assists the Director, Chief Deputy and/or Senior Deputy Director in developing and implementing objectives, goals, policies and procedures for the Department, including those concerning affirmative action and community relations.
- Directs the preparation of position papers and reports for the Department Head including reports to local, State, and federal agencies, committees, and commissions.
- Assesses bureau operations and ensures compliance with professional and legal standards.
- Promotes public relations for the Department by directing programs to gain community support.
- Represents the Department at public meetings and hearings, interprets programs and policies to the media, and serves as liaison with other jurisdictions.
- Participates with executive staff in budgetary, organizational, legislative, employee relations, and other administrative functions of the Department.
- Coordinates the Bureau's programs and services with those of other bureaus of the Department, other departments, and other jurisdictions.
- Assists in establishing departmental budget priorities and monitoring and controlling expenditures and inventory to ensure efficient and effective operations.
- Provides administrative and technical direction to subordinate managers and supervisors regarding day-to-day operations, including personnel matters, development of performance indicators, evaluation of staff performance involving casework, custody and/or rehabilitation issues and/or coordination; and provides feedback to staff and asserts corrective actions.

### MINIMUM REQUIREMENTS

**OPTION I:** A Juris Doctorate or Doctorate degree in a social science field from an accredited college or university – AND – 4 years of management experience. At least 2 years of this experience must have been in a highly responsible\* administrative or management capacity formulating policy and assigning and evaluating work through subordinate managers, in the field of social or human services.

**OPTION II:** A Master's degree in public administration, business administration, social work, or a closely related social science field from an accredited college or university – AND – 6 years of management experience. At least 3 years of this experience must have been in highly responsible\* administrative or management capacity formulating policy and assigning and evaluating work through subordinate managers, in the field of social or human services.

**OPTION III:** A Bachelor's degree in public administration, business administration, social work or a closely related social science field from an accredited college or university – AND – 8 years of management experience. At least 4 years of this experience must have been in a highly-responsible\* administrative or management capacity formulating policy and assigning and evaluating work through subordinate managers, in the field of social or human services.

\*Highly responsible administrative or management experience must include responsibility for managing, through subordinate managers, the development, implementation, and administration of programs.

**License:** A valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### DESIRABLE QUALIFICATIONS

- A Bachelor's degree and Master's degree in Social Work or related social science field.
- Thorough knowledge and demonstrated experience in various social service delivery programs and related federal and State laws and regulations.
- Thorough knowledge and demonstrated experience in providing administrative services in an urban social service agency with complex federal and State funding streams.
- Thorough knowledge and demonstrated experience in management and organizational principles necessary to analyze, evaluate, coordinate and oversee a variety of programs.
- Thorough knowledge and demonstrated experience in managing subordinates in strategic planning, business plan development, performance-based management including development and tracking outcomes, as well as

budget and financial planning techniques.

- Excellent analytical skills, including the ability to think strategically and creatively on complex operational issues.
- Understanding of business processes and the ability to increase efficiency and effectiveness.
- Strong ability to use data to manage work.
- Demonstrated knowledge and experience with Title IV-E Funding.
- Demonstrated experience working with public officials, other public agencies, legislative bodies, and community groups.
- Demonstrated ability to function effectively as a team member with other management staff, and provide excellent leadership to subordinate staff.
- Excellent oral, written and interpersonal communication skills.

### COMPENSATION & BENEFITS

**ANNUAL SALARY** – \$115,016 – \$174,086

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range R14. The successful candidate may be appointed to any salary within the range, depending on qualifications.

**BENEFITS** – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs.

► **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees **DO NOT** pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

► **Cafeteria Benefit Plan** – The MegaFlex Benefits Plan is a cafeteria plan which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurances. (NOTE: Not applicable to County employees who are currently in Flex.) Group variable universal life insurance is also available including a County matching contribution of 50% of the cost.

► **Non-Elective Days** – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.